

CONFIDENTIAL

For your info

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Personnel Director

12 June 1951

Chief, Administrative Services

Recruitment Requests - Machine Records Branch

1. Attached are recruitment requests for the following positions, totaling additional employees for the Machine Records Branch, General Services Division, Administrative Services Office.

Tabulation Machine Planners
Key Punch Operators
Tabulation Machine Operators
Clerks (coders)

GS-11-12
GS- 3- 4
GS- 3- 4
GS- 4- 5

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2. has requested that for the present time these additional positions be carried under the Personnel Pool and upon recruitment and clearance of personnel, that they be assigned to the Machine Records Branch for duty. It is his request that no T/O changes in Administrative Services be made at this time. For your information, these additional personnel are required for a special OPC project and should be procured and cleared as soon as possible.

3. Would you kindly advise the appropriate activities of your office of this arrangement in order that personnel procurement action and security clearance can be undertaken without further delay?

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ATTN: 4 RRs

cc: Advisor for Mgt. ✓
Asst. DD/A

BOX NO. FLD NO. DOC. NO. 3 NO CHANGE
IN CLASS/DECLASS /CLASS CHANGED TO: IS S C RET. JUST 22
NEXT REV DATE 11/19/79 REVIEWER
NO. PGS 1 CREATION DATE 10/19/50 ORG COMPS 35 OF 39 ORG CLASS C
REV CLASS C REV COORD. AUTH: HR 703

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